

**SUMMARIZED MINUTES
HUMAN SERVICES COMMISSION
THURSDAY, JANUARY 26, 2006**



**PAIUTE NEIGHBORHOOD CENTER
6535 E. OSBORN ROAD – BUILDING 9
SCOTTSDALE, AZ 85251**

CALL TO ORDER

Chair Bachmann called the meeting to order at 5:03 pm.

ROLL CALL

Present: Chair Bachmann, Vice-chair Reid, Commissioners Bowers, Czapinski, Fausel and Hemmingsen

Also Present: Housing Board Chair Del Monte Edwards, Housing Board Member Gary Morgan, Connie James, Mark Bethel, Donna Brower, Cindy Ensign, Vicki French, Phil Hershkowitz, Diane Kallal, Valerie Kime Trujillo, Rita Koppinger, Sharon Light-Stephenson, Justin Lisonbee, Jack Miller and Mary Kay Rieke

Absent: Human Services Commissioner Berg

APPROVAL OF MINUTES

Commissioner Hemmingsen moved for approval of the January 12, 2006 meeting minutes; Commissioner Fausel seconded and the motion carried unanimously.

CDBG, HOME, SCOTTSDALE CARES AND GENERAL FUND PROCESS

Connie James, Human Services Director, provided the commission with background on the funding sources and criteria above and the Human Services Commission's role.

Chair Bachman asked if the \$180,000 in the General Fund was established 15 years ago. Ms. James said that amount has remained the same for the last nine years. Chair Bachmann asked why that amount has not increased. Ms. James indicated that the city's budget process is very stringent and when you ask for something new it must be in a Decision Package. In addition, if you plan to add additional funds, something else needs to be cut as an offset; and, there is nothing that the Human Services Division has to recommend for a cut.

CDBG and HOME ORIENTATION REVIEW

Next month, the Commission and Housing Board Representative will hold public hearings and make funding recommendations for the upcoming year for Community Development Block

Grant and HOME Partnership programs. Mark Bethel, Community Assistance Manager, Diane Kallal, Senior Grants Program Specialist, and Justin Lisonbee, Senior Grants Program Specialist presented an overview of the proposals, the dates and times of public presentations, and reviewed questions on the evaluation sheets, which will be shared with the applicants, as well as the scoring sheets commissioners and the Housing Board Representative will complete on each proposal.

During the review of the funding process, Ms. James indicated that the Mayor's State of the City address is on February 23, the same day as the Human Services Commission Meeting. As the Mayor would like all the Boards and Commissions to attend the State of the City address, if possible, it is necessary to reschedule the Human Services Commission meeting. Ms. James offered either Thursday February 16 or Wednesday February 22 as alternatives. Commissioners and Housing Board Members agreed to meet on Thursday, February 16 at 5:00 PM at the Paiute Neighborhood Center. Ms. James indicated that she would send an updated funding calendar to the Human Services Commission and the Housing Board Members.

Ms. James also discussed parking at the Via Linda Senior Center and, as this is the center's busy season, if there is no parking available at the center, Commission and Board Members can park at Scottsdale Ranch Park, where staff park. She added that on both February 6 at Via Linda and February 8 at the City Hall Kiva, lunch will be served at noon and the hearings will begin promptly at 1:00 PM.

Housing Board Morgan asked about an agency's performance and if there is a way that staff could provide guidance on determining if the agency is on track. Ms. Kallal stated that the contract is on a fiscal year from July 1 to June 30 and the agency start reporting when they send in their first bill. She stated that CDBG reimburses only after they receive a bill, so the agency will send their demographic report with their bill. Housing Board Member Morgan asked how one could tell; for example, one agency stated they estimate serving 34 persons and as of November, they had served 13. He asked if he would then make the assumption that the agency would serve the remaining 21 people in the next month? Ms. Kallal said, no, the contract would go to June 30, so those estimated 21 people should be served in the next six months. Housing Board Member Morgan asked if when looking at the proposals, one should consider that the agency is only half way through their fiscal year. Ms. Kallal said yes, and she added that in the first half of the year the report has lower numbers, as many agencies have started serving clients, but have not finished providing services.

Chair Bachmann asked if they could ask the agencies what their current client number is and Ms. Kallal said yes.

Chair Bachmann asked about the Tempe Community Action Agency's Home Delivered Meal Program and that when the Commission evaluates them it will be for Scottsdale Cares and not CDBG. Ms. Kallal said yes, as the grant writer is new and sent all three programs as one application and this program is funded traditionally from Scottsdale Cares.

Chair Bachmann asked if there were other agencies that had applied for CDBG funds that should have applied for Scottsdale Cares funds. Ms. Kallal said just one, Community Bridges who also had the same grant writer submit their application on CDBG instead of Scottsdale Cares. Since Community Bridges was already on the schedule it made more sense to allow the agency to present at the CDBG hearing. The Commission will again use a Scottsdale Cares evaluation sheet.

Ms. Kallal stated that the other agency was the American Red Cross. Chair Bachmann asked why the American Red Cross are not eligible and Ms. Kallal stated that they do not use income verification as a criteria for eligibility, rather if a person is in crisis they can use the service.

Chair Bachmann asked if there was a summary list of Human Services 5-Year Plan Goals that Commissioners and Housing Board Members could refer to during the hearings. Ms. Ensign said, yes, last year staff provided the Commission and Housing Board with a summary list and they will put it in the packet before the next meeting.

Mr. Bethel stated that it is very important that the Commission and Housing Board participants fill out the scoring sheets at the presentation, as we are losing a week of preparation until the meeting where recommendations are made. He added that it is critical to have the scoring sheets completed at the hearings, in order to tally the numbers and report the numbers back to the Commission and participating Housing Board Members by the February 16 meeting.

Housing Board Member Morgan asked if the Commission and Housing Board Member participants would receive their individual scoring sheets at the February 16 meeting in order to refer to the notes they made. Mr. Bethel said, yes, typically what staff does is hand back all the scoring sheets at the recommendation meeting, which will be on February 16. He added that if a Commission or Board Member participant would be more comfortable receiving the sheets before the February 16 meeting, he would make sure that they get them.

Chair Bachmann asked if they will receive the ranking sheet before the February 16 meeting and Mr. Bethel said yes, the ranking sheets will be in the agenda packet.

SCOTTSDALE CARES, GENERAL FUND AND ENDOWMENT FUND ORIENTATION REVIEW

Next month, the Commission will hold public hearings and make funding recommendations for the upcoming year for Scottsdale Cares, General Funds and the Endowment Funds. Cindy Ensign, Human Services Planner, presented an overview of the proposals, the dates and times of public presentations and will review questions on the evaluation sheets, which will be shared with the applicants, as well as the scoring sheets the commissioners will complete after each presentation.

Chair Bachmann asked why there wasn't an application from the Beading Circle. Rita Koppinger, Manager at Vista del Camino, indicated that there was no Beading Circle Instructor, but staff is working on obtaining one.

FAMILY SELF SUFFICIENCY UPDATE

Sharon Light-Stephenson, Human Services Coordinator, provided an update of the Family Self-Sufficiency (FSS) Program and the status of participants. FSS is a U.S. Department of Housing and Urban Development (HUD) program that encourages communities to develop local strategies to help assisted families obtain employment that will lead to economic independence and self-sufficiency. Participants are required to be an active Section 8 client in good standing.

The Scottsdale Housing Agency works with welfare agencies, schools, businesses and other local partners to develop a comprehensive program that gives participant FSS family members the skills and experience to enable them to obtain employment that pays a living wage.

Vice-chair Reid asked why there are more females than males. Ms. Light-Stephenson said because most are single moms.

Chair Bachmann asked if the participants have any provision for child care. Ms. Light-Stephenson said that the FSS program does not provide childcare, but an agency they refer to, Maximus, helps with childcare. She added that, unfortunately, childcare is not often an option until the participants find work.

Vice-chair Reid asked for a break down of ethnicity. Ms. Light-Stephenson said she would estimate that 30 percent are Hispanic, 40 percent are white and 30 percent are African American; she indicated that she would obtain the exact breakdown of ethnicity and age and send it to the commission.

REVIEW SECTION 2-279 OF THE SCOTTSDALE REVISED CODE, RELATING TO THE POWERS AND DUTIES OF THE HUMAN SERVICES ADVISORY COMMISSION

The Human Services Commission, at their January 13, 2005 meeting, approved changes to Section 2-279 of the Scottsdale Revised Code, relating to the powers and duties of the Human Services Advisory Commission. The City Council voted to approve the changes to Section 2-279 at their May 3, 2005 meeting. Connie James, Human Services Director, discussed a memo from Brent Stockwell, Assistant to the Mayor/Council requesting that Boards and Commissions review their "purpose, powers and duties and make any recommendation for changes to the City Council."

Chair Bachmann remarked on the wording of the Human Services Code stating that it leaves the door open for other possibilities. Ms. James said, yes, Human Services does not want to limit their potential for opportunities as well as provide the commission the authority to do things that they may wish to do. Chair Bachmann said that the wording also avoids having to rewrite the code and Ms. James said yes.

STAFF AND COMMISSION UPDATES

Ms. James thanked Sharon Light-Stephenson, Justin Lisonbee, Cindy Ensign, Diane Kallal and Mark Bethel for their presentations and thanked all staff who were present for reading the proposals and being involved in the process. Ms. James also thanked the Human Services Commission and the Housing Board Representatives for their commitment and dedication to the process. Ms. James reiterated that the next meeting will be CDBG and HOME funding hearings and will be held at the Via Linda Senior Center. Commissioners should be at the center by noon for lunch and the hearings will begin at 1:00 PM. Ms. James then indicated that the Scottsdale Cares, General Fund and Endowment hearings will be held on February 8 in the City Hall Kiva and they will be televised. She said that lunch will be served in the Kiva Conference Room at noon and the hearings will begin promptly at 1:00 PM. She reminded commissioners to wear their badges.

Ms. James then referred to the rescheduled meeting from February 23 to February 16 at Paiute Neighborhood Center in the Motorola 3 room, where a light supper will be provided. Ms. James asked that if there were any special meal or drink requests to please let her know. Ms. James said that a fully updated calendar for the funding process would be included in the commission packets sent before the February 6 meeting. She indicated that at the February 16 meeting

commissioners and Housing Board representatives would determine the funding recommendations for the agencies applying for funds.

Chair Bachmann discussed that on January 19 at the City of Scottsdale's annual Employee Awards Ceremony that Connie James received the Herbert R. Drinkwater Award. He said that he agreed with the Mayor's comments that Connie was "an outstanding employee and human being." He stated that Ms. James most assuredly deserved this award and all the honors that can be given to her for her dedication and commitment to the residents of Scottsdale and to human service issues in Arizona. Ms. James thanked the Chair Bachmann and commissioners for their recognition and support.

Ms. James indicated that Mary Beth Hollmann also received a City Manager's Award of Excellence for the employee value: Learn and Grow Continuously.

Commissioner Bowers questioned whether staff is realistic in their planning of four days from when the hearings are over to when the scoring sheets must be completed. Mr. Bethel said that as long as staff receives all of the scoring sheets, the completion and preparation would not be a problem in four days. Hence, it is vital that commissioners complete the scoring sheets and make sure staff have them on February 8.

OPEN CALL TO THE PUBLIC

Chairman Bachmann made an open call to the public for comments/questions/announcements or other business. There were no replies.

Chair Bachmann thanked the commission for reelecting him.

ADJOURN REGULAR MEETING

With no further business to discuss, Chair Bachmann asked for a motion to adjourn the meeting. Chair Bachmann moved to adjourn the meeting and Commissioner Hemmingsen seconded. The motion carried unanimously and the meeting adjourned at 7:00 pm.

NOTE: IN ACCORDANCE WITH PROVISION OF THE ARIZONA REVISED STATUTES, THE SUMMARIZED MINUTES OF THE HUMAN SERVICES COMMISSION MEETINGS ARE NOT VERBATIM TRANSCRIPTS. ONLY THE ACTIONS TAKEN AND DISCUSSION APPEARING WITH QUOTATION MARKS ARE VERBATIM.

SUBMITTED BY:

Recording Secretary

REVIEWED BY:

**Connie James
Director, Human Services**

Officially approved by the Human Services Commission on February 6, 2006